

"LINCOLN SCHOOL SONG"

(set to the tune of "This Land is Your Land")

Our school is Lincoln, the Lincoln Lions

Our colors are green, and also white

We have great students - We have great teachers

This school is made of you and me.

Our school is Lincoln, the Lincoln Lions

We have great spirit, we have such pride

We love to learn, we love to play

This school is GREAT 'cuz of you and me.

Written by:

Erika and Andrew Payne

2009-2010 LINCOLN SCHOOL P.T.O.

OFFICERS

President	Andrea Knepp	263-9109
Vice-President	Stephanie Heinold	263-4384
2 nd Vice-President		
Secretary	Becki Davis	266-6181
Treasurer	Jen Bakirdan	263-3583
Admin. Advisor	Sheila Taylor	266-6989

COMMITTEE CHAIR PEOPLE

After School Adventures

Library

Barb Blanco 266-6989

Arts & Culture

Jennifer Crider 263-6835
Diane Majors 263-5148

Magazines Sales

Andrea Knepp 263-9109
Jen Bakirdan 263-3583
Tricia Beaty

Book Fair

Wendy Wright 263-6757
Elizabeth Heinold 284-0680

Newsletter

Lisa Feather 263-7131

Carnival

Stacy Carter 266-9856
Jan Hohulin 263-0513
Joyce Kaiser 266-6146
Stephanie Heinold 263-4384
Baskets- Amber Pulcher 263-8646

Outdoor Sign

Jan Hohulin 263-0513

Handbook

Angie Riley 263-8559

Spirit

Jeannette Corum 266-7157

Hospitality

Tammy Martin 263-8739
Jenny Roche 263-8140

Volunteers

Angie Mattson 263-9622

Welcome Committee

Dana Weber 740-0230
Dana Hobson 263-1431

Yearbook

Kathie Phillips 266-6989

Campbell's Soup Labels/Boxtops

Stacie Pilcher 263-6627
Janelle Sauder 266-1588

LINCOLN SCHOOL P.T.O. MEETING SCHEDULE

<u>DATE</u>		<u>TIME</u>
Mon., August 17	PTO Business Meeting	7:00 p.m.
Mon., September 21	PTO Business Meeting	7:00 p.m.
Mon., October 19	PTO Business Meeting	7:00 p.m.
Mon., November 23	PTO Business Meeting	7:00 p.m.
Mon., January 25	PTO Business Meeting	7:00 p.m.
Mon., February 22	PTO Business Meeting	7:00 p.m.
Mon., March 15	PTO Business Meeting	7:00 p.m.
Mon., April 19	PTO Business Meeting	7:00 p.m.
Mon., May 10	PTO Business Meeting	7:00 p.m.



TEACHER'S E-MAIL ADDRESS

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Brooks, Kara	Kara.Brooks@morton709.org
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Thornton, Jill	Jill.Thornton@morton709.org
Vastine, Wendy	Wendy.Vastine@morton709.org
Witzig, Jennie	Jennie.Witzig@morton709.org
District/Lincoln	www.morton709.org or www.lincoln.morton709.org

DISTRICT 709 OFFICE

1050 S. Fourth Ave., Suite 200 263-2581
Dr. Roger L. Kilpatrick, Superintendent
Mr. Craig Smock, Assistant Superintendent

LINCOLN SCHOOL

100 S. Nebraska 266-6989
ABSENCE PHONE (answering machine - 24 hours)284-4000
Sheila Taylor, Principal
Sueann Spinder, Secretary

ADDITIONAL FACULTY

Music

Jennie Witzig 266-6989

Physical Education

Bob Becker (a.m.) 266-6989
Jayne Eisenmann (Wed./ Thurs., p.m.)

Library

Barb Blanco 266-6989

Nurse

Maria Meschewski 266-6989

Band/Orchestra

Peter Martin, orchestra 266-6522
Katrina Fitzpatrick, band 266-6522

Speech

Nan Birky 266-6989
Sherry Robinson 266-6989

Special Educ. Coordinator

Dana Ashby 263-0522

Psychologist

Bobbie Jennings 263-0522

Resource Room

Diane Puetz 266-6989
Molly Stephens 266-6989

Reading

Lynn Horwath 266-6989
Marj Orth 266-6989

Social Worker

Jill Thornton 266-6989

Computer Lab

Meredith Mylott 266-6989

Challenge

Jami Kaisershot 266-6989

Cafeteria

Janet Lane 266-6989
Ronae Fender
Mary Dralle

Custodian

Dwight Hamilton day shift
Linda Hamilton night shift

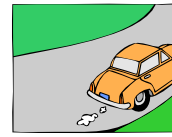
OT

Amanda Cheatham, OT asst. 263-0522

Aides

Office/Supervisor: Karen Julien, Jane Kieser, Jennifer Weber, Jennifer Kumar
ECE: Allison Knight
Instructional Program: Kris Stieglitz, Susan Ausman, Denise Morse, Laura Smith, Joan Hufford, Cindy Chambers, Dawn Smith
Instructional: Laura Schmidgall, Sheila Scheck, Tina McKimmey
Resource: Cassie Meiss, Ann Skaggs
Student aides: Elena Weber, Jennifer Perez, Jacyln Herr, Kristi Hill, Mary Bishop

1. This year we have new drop off procedures to ensure your child enters school safely. The circle drive will remain open and this is where you should drop off your child. To keep traffic moving please pull up past the door, drop your child off at the sidewalk, and then proceed out the drive. We have moved some of the bike rack so students riding their bikes or walking do not have to cross traffic coming in and out of the drive. If you need to come into the school please pull into a parking spot or park on the street and then walk your child into the building.



2. School buses deliver and pick-up students in the drive at the north end of the gym. Cars are not to be in this drive before or after school.



3. Signing In and Out of School - District 709 has always made the safety of children a top priority. Building security can support of all District staff, visitors and parents to any of the six District 709 buildings will be asked to support the following practices:



- The only door unlocked at each building for visitor and parent use will be the one near the office. All others will remain locked.
- All visitors and parents must enter the school near the office, sign in at the school office, and receive a **VISITOR TAG** on a lanyard, which **MUST** be worn for the duration of the visit.
- All visitors and parents must sign out in the office.
- All students who arrive late or leave early within the school day must enter the school near the office and sign in and out in the school office.
- Parents/guardians of elementary students must meet/leave students in the office when arriving late or leaving early within the school day.
- All District employees visiting another building will wear a **DISTRICT EMPLOYEE IDENTIFICATION TAG** for the duration of their visit.

The purpose of these expectations is to proactively address security and prevention concerns. We are asking for your understanding and support as we endeavor to keep the education, safety, and welfare of all who attend our schools each day a top priority.

4. **Before School Procedure:**

- A. There is a supervisory aide in the gym and in the front hall at 7:45 a.m. The front doors will be unlocked at 7:45. Safety is a top priority and to ensure that students are being supervised we ask that students are not on the school grounds until 7:45 a.m. In addition, we are asking parents who need to go to a classroom and/or talk to a teacher prior to 8:15, to please come to the office. The

office staff will make arrangements for you to meet the teacher in the classroom. If you need to give something to your child and/or talk to her/him the child will be asked by the office to come to the office. Please do not go to the room.

- B. At 8:15 students in the gym are dismissed to walk to their classrooms in an orderly fashion. At this time, students entering through the front door will be supervised in the hall and dismissed to their classroom when the two groups of students will not interfere with each other.
- C. Students who arrive at school after the 8:15 bell may enter through the front door and go directly to their classroom.
- D. All other outside doors will be locked. Teachers will have keys to those doors to re-enter if they take their class outside.

Kindergarten and Early Childhood

Teachers will walk their students to the front door (west) when dismissing their morning classes. All afternoon students should enter through the office and wait with their class in the hall in front of the office. Students in the afternoon kindergarten and ECE will not be supervised prior to 11:50, so students should not arrive before 11:50.

After School Procedure:

- A. All bus students are to be dismissed to the cafeteria where an aide will supervise them in boarding their bus.
 - B. A teacher supervises the front door (west). Students are to walk in the halls and leave the building without pushing or shoving.
 - C. At 2:30 p.m. younger students may wait in the front hall or outside by the gym for older brothers/sisters to be dismissed in the east wing (2:35 p.m.). Parents should wait for their children outside.
5. Dress your child for the weather as he or she spends as much as 20 minutes outside at noon. (Children do not go outside during extreme weather conditions.) (Our guideline is 10 degrees with a wind chill.)
 6. Please let your child walk to school whenever possible. Traffic congestion before and after school can be hazardous. A crossing guard is on duty before and after school at Jefferson Street and on Nebraska and Jackson streets.

7. If you must drive your child to school, please consider car pools.

9. It is recommended that a child be in at least the second grade before being allowed to ride a bicycle to school. At the time, parents should consider their child's maturity and riding ability before allowing this privilege.



10. Bicycle riders are to walk their bikes to and from the bicycle parking areas. They are located at the north and south ends of the building. Although single file bicycle riding is recommended, the city ordinance states that bicycles may be ridden two abreast.

11. Please instruct your child to respect the crossing the sidewalks and crosswalks and to use care when street. Statistics show the majority of bicycle when the child fails to look before entering traffic.



guards, to use crossing any accidents occur

- a. Wait on the sidewalk until signaled.
- b. Bicycles are to be walked across the intersection.
- c. Cross Nebraska and Jefferson Streets only at the crosswalks.

12. Parents, please use extra care, courtesy, and common sense while driving during those busy before and after school hours.

ABSENCES should be called in to the office 284-4000 the child is absent. At this time parents should they want to pick up work assignments. Parents can pick assignments BETWEEN 2:30 & 3:00 p.m., in the if arrangements have been made with the teacher.



on the day indicate if up school office **PLEASE DO**

NOT ASK THE TEACHER TO HAVE HOMEWORK PREPARED BEFORE THIS TIME.

Notes should be sent if the child is to stay inside during recesses. We appreciate hearing from the parents if a long-term absence by a child seems likely. If a child won't be returning after lunch, the school must be notified. If your student arrives late, he/she must check in with the office so the office has a record of when the student arrived. If your student needs to leave early, you must sign out in the office.

ATTENDANCE

Philosophy

Absence from school can seriously hamper a student's social development and academic progress. We ask that parents, having the moral and legal responsibility for their child's attendance, give this their most serious consideration and carefully weigh the possible consequences of allowing their son or daughter to be absent for any but the most serious reasons.

The Illinois Education Reform Act of 1985 requires schools to make a reasonable effort to notify parents when students (in grades K-8) are absent, if the school has not been notified in advance of such absence. The law authorizes school districts to require parents to call the school for notification purposes.

Reporting Absences

For your convenience, each elementary school has been assigned an absence reporting telephone number which can be called 24 hours a day. When calling, parents should state the student's name, the date of the absence, the reason for the absence (as specifically as possible), and should indicate if homework should be prepared for the student. Homework can be picked up in the office after school or homework can be sent home with another student if the parent has made arrangements for the student to pick up the homework in the office. If your child will be late arriving to school due to an appointment, please call the absence line. Indicate if your child would like to order a lunch and which lunch. Students will not be able to order a lunch after 9:15, but instead will need to bring a lunch.

*	Brown School	284-1000
*	Grundy School	284-2000
*	Jefferson School	284-3025
*	Lincoln School	284-4000

If a call has not been received regarding a student's absence by 9:00 a.m., the school is required to call the parents of the absent student. The Board of Education has determined that two attempts to notify the parents of an absent student constitute a reasonable effort on the part of the school. If the school is unable to reach the parents of an absent student, the student's absence will be considered unexcused.

Excused Absences

An excused absence is a valid and authorized (by parent and school) absence from school. Examples of excused absences include:

- Person illness or injury (if a student is absent for 3 or more days due to personal illness or injury, the school may require a note from a physician)
- Critical illness or death in the immediate family (grandparents, parents, siblings)
- School related activities

For each day of absence, the student will be given a one day grace period to make up any missing assignments (10 day maximum). For example, if a student is home sick for 3 days, the student will be given a 3-day grace period to make up any missing assignments after the student returns to school. The student may not receive credit for assignments turned in after the grace period has expired.

Limited Excused Absences

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal. Examples of limited excused absences include:

- Pre-approved vacations with parents
- Religious trips/retreat
- Court appearances

Limited excused absences must be prearranged at least 5 school days the first day of absence, by completing and returning a prearranged absence form available in the school office or on the Lincoln website. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused. Requirements for completing missed assignments must be prearranged with the teacher.

Vacations during the school year are not recommended. When this does occur the majority of the assignments will need to be made up after the student returns from his/her vacation. Students who want assignments before they leave may be given assignments that are general in nature and help keep academic skills sharp. Teachers have sole discretion of what prearranged assignments will be given. Students will need

to have all prearranged assignments completed the day they return to school. If the assignments are not completed then there will be a reduction in the grades for the assignments.

Unexcused Absences

An unexcused absence is an invalid or unauthorized (by parent or school) absence from school. Examples of unexcused absences include:

- Baby-sitting
- Hair appointments
- Hunting or fishing
- Leaving school without permission
- Missing a ride or the school bus
- Oversleeping
- Shopping
- Working at home on a school project
- Limited excused absences beyond the 5 day maximum

Students will be given 1 day to make-up missed assignments from an unexcused absence and will receive partial or no credit for the assignments.

After School/Evening Events

A student who was absent during the school day or needed to leave early due to illness should not be in attendance at any after school or evening events sponsored by the school district including:

- After school clubs
- School open houses
- School carnivals
- School music programs
- PTO events
- Athletic events

Unexcused Tardies

A student who arrives after the tardy bell will be given a recess detention, unless the parent can provide a valid and authorized reason for the student's tardiness (medical or dental appointments). Recess detentions will be served the same day during noon recess.

Administrative Attendance Procedures

The principal will send an attendance letter to the parents of student who have been absent (excused, limited excused, or unexcused) for:

- 5 or more days by the end of the 1st quarter
- 10 or more days by the end of the 2nd quarter
- 15 or more days by the end of the 3rd quarter
- 20 or more days by the end of the 4th quarter

The parents of students who are in violation of the district's attendance policies may be referred to a school social worker or the Tazewell County Truancy Officer.

BUS PASSES - Students riding a bus not assigned to them must bring a note from parents to the Principal's/Dean's Office to obtain a written bus pass. Passes are to be given to the driver when boarding the bus.

When bus students have a change in after school plans then they need to bring a note indicating what they are to do after school. If there is not a note then the child will be sent home on the bus.

BUS RULES

1. All school rules apply on the bus.
2. Obey driver's directions the first time they are given.
3. Remain in your seat facing forward at all times.
4. Eating or drinking on the bus is not allowed.
5. Show common courtesy (keep hands, feet, and objects to yourself).
6. No spitting.
7. Loud, vulgar and abusive language or noise is not allowed.
8. Do not litter, write on, or damage the bus (school property) in any way.
9. Keep all harmful objects (drugs, tobacco, alcohol, weapons, etc.) Off the bus. No animals.

BIRTHDAYS - Each morning during announcements, students will be recognized when it is their birthday. If a student's birthday falls on the weekend or during a break, then their name will be announced the last day of attendance before their birthday. For those students who have summer birthdays (June, July, and August - prior to school starting) they will be recognized on their half birthday. June birthdays will be celebrated in December; July birthdays will be celebrated in January; and August birthdays (prior to school starting) will be celebrated in February. I am a summer birthday and I did not like celebrating at the end of the year with all the other summer birthdays. Celebrating on their half birthday gives them a day to celebrate at school. Example: If your birthday falls on August 11 then we will celebrate your half birthday on February 11. Students can have the option to bring birthday treats on their half birthday.

While we support honoring students for special days (birthdays, etc.), we would ask that you limit the celebration to treats. Balloon bouquets, pizza parties, etc., for one student sometimes causes hurt feelings for others and can create a distraction in the classroom. Balloons, flowers, and other bouquets will not be given to the students until

the end of the day. We request that birthday or other party invitations NOT be distributed in the classroom for the same reason.

CARE OF BOOKS - their textbooks and are for repair or replacement of beyond normal wear. order.



Students are expected to take good care of not to write in them. A fee will be assessed textbooks that are abused or damaged. Workbooks should be kept clean and in good order.

CELL PHONES - Please refer to the district policy on cellular phones in the Parent/Student Notification of Morton CUSD 709 Policies and Discipline Handbook. If a student brings a cellular phone to school, it must be kept at the office and turned off at all times. The school is not responsible for the phone and will reserve the right to deny any student's use at any time.

CHANGE OF ADDRESS OR TELEPHONE - IT IS IMPORTANT that the school has your correct address and phone number. In case of illness, accident, teacher reporting, etc., the school should be able to contact you immediately. Therefore, any changes in address or telephone numbers must be reported to your child's teacher and the office promptly.

DISCIPLINE - Pupils are expected to conduct themselves in a manner that will permit them to benefit from the educational program. School rules and regulations have been established so that all children may gainfully participate in the educational program. We respectfully request the support of all parents to achieve this goal. After school detentions will be used for serious offenses or repeat offenders of school and classroom rules.

DISTRIBUTION OF MATERIALS - The principal and/or District Office will review and approve informational materials before distribution to the students. Materials would not be allowed on the following basis: material is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a materials and substantial disruption of the proper and orderly operation of the school or school activities, or advertises a product or services not permitted for use by minors under the law.

DRESS CODE - All students should take pride in their dress and grooming, so as to reflect favorably upon themselves, their parents, their school, and the whole community. In order to do this, they must strive at all times to present a neat appearance. In addition, the clothing worn should in no way distract from the classroom work or school activities, nor create a danger to the health or safety of the student. It is strongly recommended that students treat school as a place of business and dress in a manner that would be appropriate in a business-like setting.

- **Shorts must be at least at mid-thigh length**
- **Dress and appearance must be such that all students are covered from shoulders to mid-thigh. All shirts, blouses, dresses or tops must have a minimum 2-inch shoulder strap for both shoulders. Shirts, blouses, and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture**
- **No pajamas may be worn without prior school authorization**
- **No clothing which is torn or altered in an explicit or suggestive manner will be permitted**
- **No Spandex clothing is permitted unless worn under clothing that meets dress code.**

Examples of inappropriate dress would include but not be limited to:

- Hats, caps, or head coverings of any kind
- Accessories with chains or spikes
- Sunglasses
- Tops which expose the midriff
- Tank tops of any kind
- Dresses with spaghetti straps
- Shorts, skirts, or dresses with hemlines above mid-thigh
- Spandex clothing
- Transparent clothing
- Mesh clothing
- Brief, immodest, or sexually suggestive clothing
- Clothing with any references to drugs, alcohol, tobacco, sex, obscenity, bigotry, superiority, violence, death, gangs, or the occult
- Undergarment exposure
- Roller skate-type shoes (Heelys)

Outerwear (including but not limited to coats, jackets, and gloves) may not be worn in the classroom without the teacher's permission. Shorts, skirts, and shorter dresses may not be worn during the 2nd and 3rd quarters of the school year (unless worn with tights).

Footwear must be worn at all times.

Students who violate the personal appearance policy will be required to change clothes.

EMERGENCY SCHOOL CLOSING - If serious weather conditions or other emergencies necessitate the closing of school, late opening of school, or early dismissal from school, notice will be broadcast by local radio stations. We also have an automated phone system that will call parents with information for emergency closures.

E**VALUATION OF STUDENT LEARNING**

The following is a copy of the requirements from Board Policy 655.02:

"Evaluation shall be based upon the Learner Objectives of the District's curriculum as set forth in the Goals and Objectives for Instruction.

The evaluation system shall reflect available research concerning individual differences of students. Evaluation shall serve a constructive purpose in helping the student, parent, and teach evaluate student growth in all areas of performance and behavior.

Evaluation shall be the result of a carefully developed plan for gathering data and the utilization of a variety of instruments and devices.

Evaluation shall foster a cooperative approach between student and teacher. It shall be a method of determining student progress, and the student shall be involved and have knowledge of this ongoing process.

The student evaluation system shall further the student's growth toward self-direction and self-responsibility."

The conversion of percent scores to letter grades shall be determined by the following scale:

99-100	A+	83-84	C+
95-98	A	79-82	C
93-94	A-	77-78	C-
91-92	B+	75-76	D+
87-90	B	72-74	D
85-86	B-	70-71	D-

Parents are able to view their child's grades in 2nd-6th grade. This helps parents stay on top of their child's progress throughout the year.

E**YE EXAMS**- Illinois has a law which requires incoming kindergarten students or students enrolling for the first time to have a comprehensive eye exam by a qualified eye doctor such as an optometrist or ophthalmologist. Proof of the eye exam must be submitted by October 15 of each school year. You can pick up a copy of the eye examination report in the school office.

F**REE LUNCH** - Children from families whose gross income is at or below levels set each year may be eligible for either free meals or for reduced price meals at .40 for lunch. To apply at any time during the year for free meals or reduced price meals for your children, complete an application at the school.


H**OME-BOUND TUTORS** are available to students with an extended illness of ten

or more consecutive days of school. A doctor's report of the illness must be filled out for school records. The homebound tutor will be started when the parents contact the school.

HOMWORK POLICY - We feel that homework is a necessary part of the learning process and helps to develop independent learning responsibilities which are vital to becoming a responsible adult. As a guideline we are suggesting that the average student during an average week would spend the following amounts of time at home on schoolwork each day:

First grade	15 minutes
Second grade	20 minutes
Third grade	25 minutes
Fourth grade	30 minutes
Fifth grade	40 minutes
Sixth grade	60 minutes

Homework would include assignments to be done at home following instruction and unfinished work from daily exercises. Allowances will need to be made for individual differences in students and the time should be "quality" study time in the proper settings. Please communicate with your child's teacher if you feel your student is spending too much time on schoolwork at home.

LIBRARY - Students have library once a week. Students should bring their books back each week for library class. Students have  the option to renew a book. If a book is lost, it is the student's responsibility to pay for that book. (A notice will be sent home.) The Library is open daily to all students, with a teacher pass, for needed check-out.

LINCOLN P.T.O. - The primary purpose of this organization shall be to promote parent, teacher, and child involvement and to cultivate a sound social and educational relationship between home and school. As a secondary function, it will serve as a fund raising medium with such funds being expended to further its primary goals. Every parent with a child attending Lincoln School is automatically a member of the P.T.O.

LOST AND FOUND - Please check the lost and found for items your child might have misplaced. The lost and found is in the front hall to the north of the main doors. Each year we have many unclaimed articles. It is always wise to label with the child's first and last names any clothing that is to be removed (such as boots, sweaters, coats, etc.)

LUNCHES are \$1.75 per day. Money for lunches should be sent in an envelope with student/student's name, grade, teacher, and day's money is for written on the front. These envelopes should be deposited in the designated manila envelope in the student's room. The cut off time for ordering a hot school lunch is **9:15** a.m. If your student

arrives after that time he/she will not be able to order a hot lunch. They will be asked to call and make arrangements to have a lunch brought to them.

MANAGEMENT PLAN FOR ASBESTOS

This is to notify you that Morton Unit School 709 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of the school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8 a.m. to 3 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such Plans. To make arrangements, please contact: Steve Young, phone 266-7182.

MEDICATION- Lincoln School is fortunate to have a nurse present on campus to provide medical support to our students. Nurse Maria is employed through Methodist Hospital. She is to follow the protocols of the hospital, including how medication is distributed. Nurse Maria needs to have authorization from your child's medical doctor in order to distribute any kind of medication to your child - including both over-the-counter and prescription medication. The School Medication Authorization Form has a place for a medical doctor to sign to bring in with your child's medication. Nurse Maria is willing to work with parents to get a signature from the doctor if you provide her with your doctor's name and number. Parents are always welcome to come to school and distribute medication to their own child if you are not able to get a doctor's signature.

MORNING ASSEMBLIES - The first **Tuesday** of each month students will begin their day in the gym at 8:15 with a morning assembly (this is a change from previous years). During the assembly we will recognize student accomplishments, discuss important issues, give announcements, and recognize birthdays. We will also say the pledge together as a school and possibly sing songs or other ideas to create a sense of family in our school. After the announcements the teachers will help lead the students down to their classrooms.

NEWSPLETTER - The "Lines from Lincoln" newsletter will be sent home with students monthly. The newsletter will include upcoming dates, notes from the PTO, student accomplishments, and notes from the Principal. Feel free to contact the office

if you have any questions concerning notes in the newsletter. This is one of the great ways to keep up with all the wonderful accomplishments and events at Lincoln School.

There are many notes that are sent home for parents to read. These notes keep you informed of upcoming events, changes, and important information. In order to help you keep all the notes straight, we will color code our notes so you know the source of the note.

- Canary - District Office
- Goldenrod - Lincoln School
- Green - PTO
- Blue - Teacher
- Pink - Service Projects
- Orchid - Relay for Life

PARENT-TEACHER CONFERENCES - Parental conferences are encouraged. A parent who desires a conference with a teacher or administrator should call the office and request that a conference be arranged. It is necessary to schedule parent-teacher conferences in advance to prevent classroom instruction from being interrupted. Regularly scheduled parent-teacher conferences are planned for October 29th & 30th.

PHYSICAL AND DENTAL EXAMINATIONS - Physical examinations are required in kindergarten or in the first grade (if the student was not enrolled in Morton kindergarten) and in the sixth grade. Forms are available at local doctor offices and at the school. Examinations should be completed before school begins. The state of Illinois requires all children in kindergarten and the second and sixth grades to have a dental examination.

PSYCHOLOGICAL SERVICES - The district has the services of a certified school psychologist and social worker to evaluate pupils who exhibit learning or emotional problems. Parents are contacted prior to the psychological evaluation of the child and are made aware of the results of this evaluation.

SAFETY DRILLS - There are emergency procedures in place to deal with missing students, intruders, terrorism, severe weather, and fire. We teach these procedures to our students by conducting emergency procedure drills every month. Our school has an approved plan for pupil safety in the event of a storm. Civil Defense authorities state that a school is one of the safest places during a tornado and recommends that children stay in the building. Our school has a policy that children may be released to their parents only during a tornado warning if parents want their children home. If we have a

warning situation, parents may come to the office or request the release of their child or children. We will then be able to keep better track of our pupils.

Each year our school practices fire and tornado procedures so students know what to do in a real emergency.

In an effort to ensure a reasonable and effective response to a crisis situation, the following codes have been developed for District #709:

- Missing student: Indicates that a child is missing.
- Soft lockdown: Indicates that an imminent threat of violence has been made against Morton CUCD #709.
- Hard lockdown: Indicates a life-threatening emergency that requires specific action to ensure the safety of staff and students.
- Evacuation: Indicates a situation in which all faculty and students are to immediately evacuate the building.

STUDENTS AND STAFF WILL BE EVACUATED TO THE FIRST BAPTIST CHURCH OR GRACE CHURCH, BOTH LOCATED ON JEFFERSON STREET IN AN EVACUATION SITUATION.

SCHOOL BOARD MEETINGS - The District School Board meets the first Tuesday of each month usually in the district office. The public is welcome to attend. Time is allotted on each agenda for public questions or comments. A copy of the agenda is posted in each school building prior to each meeting and the minutes are posted following each meeting. Committee of the whole meetings are scheduled for the third Tuesday, usually in one of the schools. (A schedule is posted on the District website.)

SPEECH THERAPY - Children who are in need of speech therapy will receive instruction from a certified speech therapist. Pre-school screening therapy is also available.

S **TUDENT RECORDS - MAINTENANCE**

In compliance state and federal law, the District shall maintain two sets of student records. There shall be:

1. A permanent record which follow the student and shall include:
 - basic identifying information
 - academic transcripts (Achievement tests & grades)
 - attendance record
 - accident/health reports/birth certificates attached
 - information pertaining to release of this record

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

2. A temporary record, which stays at student attendance center, shall include:
- family background
 - intelligence/aptitude scores
 - psychological reports
 - honors/awards
 - athletics/activities
 - disciplinary information
 - teacher anecdotal records
 - special education records
 - information pertaining to release of this record
 - other relevant information not required to be in the permanent record

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every 4 years or upon student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than 5 years after the student has transferred, graduated or permanently withdrawn from the District. However, the District may maintain indefinitely anonymous information for authorized research and planning.

SUDENT WELFARE-SEXUAL HARASSMENT - (POLICY 720.09)

The School Board believes that each student has the right to be free from sexual harassment and the harm resulting from such anti-social acts or conduct while the student is attending school or engaged in school activities. Furthermore, the School Board will neither condone nor tolerate sexual harassment of any student of the District.

For the purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of sexual nature, imposed on the basis of sex, by a student, or employee or agent of the District that denies, limits, differentiates, or conditions the provision of aid, benefits, services, or treatment in violation of the protection under Title IX.

The School Board interprets the definition of sexual harassment to include (but shall not be limited to) the following behavior:

- unwanted sexual behavior, such as touching; verbal comments; sexual name calling; spreading sexual rumors; gestures; jokes; pictures; leers; overly personal conversation; concerning or blocking student's movement; pulling at clothes; attempted rape; rape.

- Purposely limiting or denying a student's access to educational materials, tools, or programs on the basis of gender.
- A student in a predominantly single-sex class or extracurricular activity subjected to sexual remarks by teachers, coaches, or other District employees who regard the comments as "joking" and part of the normal atmosphere of the class or activity environment: representative examples are: impeding a girl's progress in classes, such as industrial arts, by questioning her ability to handle the work; hiding materials or tools; or suggesting she is somehow "abnormal" for enrolling in such a class;
- teasing a male student about his enrollment in a class such as home economics;
- purposefully limiting extracurricular activity participation on the basis of gender.

Sexual harassment perpetrated by one student against another will not be condoned nor tolerated. Allegations by one student against another shall be handled by the Building Principal. The Building Principal shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Superintendent. Complaints and investigations will be handled with appropriate confidentiality.

T**EACHERS WORK DAY** - The teacher's work day is from 7:50 to 3:40 p.m. Please call during this time if you need to talk with your child's teacher(s). If the teacher is in class when you call, please leave a message and he/she will return your call as soon as possible. E-mail is also a great communication tool. Keep in mind that teachers are teaching during the day and spending time with your children. This means they may not be able to respond until after school or during their break time.

V**ISITING THE SCHOOLS** - You are invited to visit your child's classroom. Visits provide you with an understanding of your child's educational program. Visits are encouraged to be scheduled with your child's teacher prior to the visit. It is best to avoid visiting during the first two weeks and the last two weeks of school.

V**ISITORS** to the building are to stop in the office and **SIGN IN**. Visitors who plan to eat lunch in the school cafeteria should call the office or send a note (by 9:00 a.m.)

**SCHOOL
VISITOR**

You must sign in and get a visitor badge on a lanyard to wear while in the building.

HEPATITIS A

Prevention Is As Simple As Hand Washing

- **WASH AFTER USING THE TOILET**
- **WASH BEFORE TOUCHING FOOD**
- **BE SURE CHILDREN WASH HANDS**

HEPATITIS A

HOW CAN HAND WASHING PREVENT HEPATITIS A?

The Hepatitis A virus enters the body through the mouth. It leaves the body in stools (bowel movements).

Washing hands with soap and warm water after using the toilet kills the Hepatitis A virus. Unwashed hands can spread the virus to food, toys, or other items that may go into the mouth.

IS HEPATITIS A SPREAD ONLY BY PEOPLE WHO FEEL ILL?

No. The virus can be passed for a week or more before illness begins. Children sometimes carry and spread the virus without ever feeling ill. It is important that adults and children wash their hands every time they use the toilet.

WHO CAN CATCH HEPATITIS A?

Anyone who has not had Hepatitis A may become ill. It is usually spread between family members and friends. Children often have a very mild illness. Adults may be sick for 4-6 weeks. The elderly have the most severe problems. Hepatitis A does no permanent damage to the body but once you have had it, you will not get it again.

HOW CAN I TELL IF I HAVE HEPATITIS A?

Hepatitis A can feel like the flu - upset stomach, headache, diarrhea, fever, or a tired, achy feeling. Flu-like feelings are followed a few days later by dark urine and a yellowing of the skin and the whites of the eyes.

WHAT SHOULD I DO IF I THINK I HAVE HEPATITIS A?

Blood tests can tell if you have Hepatitis A. See your doctor or go to the emergency room if you have the symptoms listed above.

Peoria City/County Health Department
Communicable Diseases

PHILOSOPHY OF EDUCATION

The Board of Education of Morton Unit District 709 has adopted the following basic philosophic statement as a guide for the staff in working effectively toward desirable school objectives.

The purpose of public school education is to aid individuals in developing desirable moral, ethical, spiritual, and cultural values as well as academic competency in preparation in the social, economic, and political structure of our society.

It is understood that all students do not learn all things equally well, but that all students should be given an equal opportunity to learn, regardless of race, color, or creed. The Board of Education shall require a balanced program to provide quality education suitable to the interest and abilities of the students in the schools. In that all students are individuals, instruction should be individualized as much as possible within the limits of available staff, facilities, equipment, and material.

The Board subscribes to the theory that the center of the school curriculum is the student and that the instructional program should be so constructed as to fit the development pattern of children and youth; further, that the school have the obligation to inculcate in each child a sense of responsibility, respect for the rights of others, and a desire to be of service.

And finally, the Board accepts the conclusion that the education of children requires close cooperation between the school and the home.

SCHOOL MEDICATION AUTHORIZATION FORM

Parents have the primary responsibility for the administration of medicine to their children. The administration of medication while a student is at school shall, therefore, be avoided when possible.

STUDENT'S NAME _____

HOME PHONE _____

SCHOOL _____ GRADE _____ TEACHER _____

=====

To be completed by the student's physician or parent:

Ten days or less

11 days or more

NAME OF MEDICATION _____

DOSAGE _____ TIME _____

DOES MEDICATION REQUIRE REFRIGERATION _____ YES _____ NO

DURATION OF ADMINISTRATION _____

TYPE OF CONDITION BEING TREATED _____

MUST THIS MEDICATION BE ADMINISTERED DURING THE SCHOOL DAY IN ORDER TO ALLOW THE CHILD TO ATTEND SCHOOL OR TO ADDRESS THE STUDENT'S MEDICATION CONTITION? _____

AS REQUIRED BY BOARD POLICY, MEDICATION MUST BE SENT TO SCHOOL WITH ITS ORIGINAL PHARMACY LABEL OR SPECIFIC ADMINISTRATION INSTRUCTIONS SIGNED BY THE DOCTOR. NON-PRESCRIPTION DRUGS MUST BE BROUGHT IN WITH THE MANUFACTURER'S ORIGINAL LABEL WITH THE INGREDIENTS LISTED AND THE STUDENT'S NAME ON THE CONTAINER.

SIDE EFFECTS TO BE ALERTED TO: _____

(DOCTOR'S NAME - PRINT) (DATE)

(ADDRESS) (PHONE)

FURTHER INSTRUCTIONS/REMARKS: _____

I hereby confirm my primary responsibility to administer medication to my child. However, in the event that I am unable to do so, I hereby authorize Morton School District and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I ACKNOWLEDGE THAT IT MAY BE NECESSARY FOR THE ADMINISTRATION OF MEDICATIONS TO MY CHILD TO BE PERFORMED BY AN INDIVIDUAL OTHER THAN A SCHOOL NURSE OR HEALTH AIDE, AND SPECIFICALLY CONSENT TO SUCH PRACTICES.** I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication. I also agree to: (1) Deliver the medication to the school; (2) Notify the school if we change physicians; (3) Notify the school if the medication, the dosage or the procedures are changed, or to be eliminated.

(PARENT’S SIGNATURE)

(DATE)

FOR OFFICE USE ONLY

FOR EMERGENCY MEDICATION DISPENTION (one day limit)

(PERSON OBTAINING PERMISSION BY
PHONE)

(PERSON GRANTING PERMISSION
BY PHONE)

(TIME)

(DATE)